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Meeting Minutes

WKU Council of Academic Deans

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MINUTES

COUNCIL OF ACADEMIC DEANS MEETING

February 14, 1978

The meeting was called to order in the Office of Academic Affairs at 10:00 a.m. with the following members present: Davis, Sandefur, Mounce, Hourigan, Cravens, Stroube, Sutton, Chelf, Gray, Greeley, Hardin, Nelson, and Corts. Dr. Sandefur introduced a guest from Nepal who is serving as an administrative intern with AACTE and is being hosted on our campus for two months by Dean Sandefur. Dr. Cravens also had a guest from the Kentucky Department of Commerce of State Government, Mr. Cary Blankenship, an economist in the International Division.

The minutes of the February 7, 1978, meeting were approved as distributed.

Dr. Davis opened discussion on the report from the ad hoc committee to study the calendar for the May Term and Summer Session. Dr. Davis reviewed the discussion which the deans had concerning this report at the February 7 meeting and invited a continuation of that discussion. Following discussion of the report, the vote was taken on the motion which had been made at the last meeting, and the motion recommending approval of the report was passed unanimously by the deans. Dr. Davis indicated that the two separate reports which had been made by this ad hoc committee would be coordinated and that a final document would be distributed to the deans prior to submitting the final set of recommendations to President Downing.

The deans next discussed the format for proposing new academic programs. It was agreed that a place would be provided on the format sheet for the signature of the graduate dean. Various deans raised questions concerning the possible duplication in the format and the need for some of the information required. The use of the format for internal and external purposes was explained and with some explanation for the possible duplication. Dr. Davis advised the deans that the baccalaureate program review required by the Council on Higher Education would be initiated in the next few weeks and that this was going to be a very substantial task for all of the colleges. Dr. Davis reminded the deans that they should make their nominations of an individual to serve on the baccalaureate program review steering committee as soon as possible.

Dr. Gray moved and Dr. Chelf seconded the motion that the deans endorse the proposed statement on the Role of the Academic Dean. In discussion on this matter, Dr. Davis indicated to the deans that letters would be distributed at the conclusion of the meeting concerning new positions and part-time and overload allotments for 1978-79 and that this was in keeping with the final section of the proposed role statement for academic deans. The deans expressed satisfaction over the fact that Dr. Davis had obtained a block of

of positions and that he was moving to suballocate these positions to the individual colleges for the deans to allocate to their departments. Following discussion on the motion, the deans unanimously approved the motion. Dr. Davis indicated that the document would be forwarded to President Downing as a recommendation for statement of the job description of the academic dean and for inclusion in the administrator regulations outlining job responsibilities.

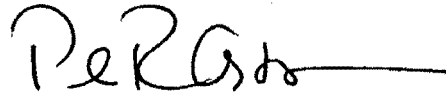
Dr. Mounce commented briefly on the report concerning the Role of the Council of Academic Deans. Dr. Hourigan moved and Dr. Gray seconded the approval of the statement. The motion carried.

The deans considered the report which had been prepared by Dean Gray on the utilization of graduate assistantships. Dr. Sutton stressed the need for each dean to treat this information with extreme caution in terms of maintaining confidentiality of student records. The deans expressed appreciation for receiving this excellent comprehensive report.

Dr. Davis commented on several items of general information for the deans. Dr. Davis requested that any remaining outstanding promotion or tenure recommendation should be submitted to the Office of Academic Affairs by the end of the day. Dr. Davis indicated that the salary information sheets had been sent out and that the recommendations were due back by Monday, February 20. Dr. Davis commented on the Faculty Senate's position on the administrative evaluation and indicated the manner in which the evaluation would be distributed.

The meeting adjourned at 12:10 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "P. R. Corts", followed by a horizontal line extending to the right.

Paul R. Corts
Secretary

jf